



Application Process Guide: Shellfish Processing Plant Certification

The Division of Aquaculture's Shellfish Processing Plant Compliance and Inspection Program (PPCIP) regulates all shellfish processing facilities for compliance with shellfish handling, labeling and food safety requirements. To begin the certification process, please submit a complete application to Aqua_PPCIP@FDACS.gov or mail it to the address on the application. The guide below outlines key criteria and information needed to complete the certification process.

- **Inspection** - Buildings and facilities must meet the requirements of [Section 5L-1.010, F.A.C.](#)
- **Equipment** for shellfish processing must meet the requirements of [Section 5L-1.011, F.A.C.](#)
 - Possession of a mechanical refrigeration unit that is non portable and is able to maintain an ambient temperature of 45 ° F or below and be of sufficient size to handle one day's production, shall be required in accordance with [Section 5L-1.005 \(10\), F.A.C.](#)
 - Shellfish leaving a certified shellfish dealer must be transported in an enclosed, refrigerated conveyance with doors closed securely. The refrigeration unit must be capable of maintaining an ambient temperature of 45 ° F or less at all times as required by [Section 5L-1.008 \(7\), F.A.C.](#)
- **Wholesale Dealers License (WDL) to Sell Saltwater Products or Aquaculture Certificate of Registration (AQ#) to Sell Farmed Shellfish**
 - Any facility that processes WILD harvested shellfish must acquire a WDL, even if they already have an AQ#. Contact the Florida Fish and Wildlife Conservation Commission, Licenses and Permits office at (850) 487-3122 to meet the requirements of [Section 5L-1.005 \(2\), F.A.C.](#)
 - Facilities that ONLY process FARMED shellfish do not need a WDL. An AQ# serves as both a wholesale dealer and retail license for farm products.
- **Water analysis** - as required by [Section 5L-1.005 \(3\), F.A.C.](#)
 - Municipal: Samples for analysis from an outlet in the plant and ice if used.
 - Well: Samples for analysis shall be from the source water (well), and an outlet location within the plant, and ice if any is used. NOTE: The Florida Department of Health considers wells used for processing to be limited use systems and they required such water to be tested and monitored. Check with your County Health Department for actual requirements.
- **Shellfish Processing Plant Certification License Application** - NOTE: There is currently no fee for the Shellfish Processing Plant Certification License.
- **Shellfish Processing Plant Information Sheet**
- **Hazard Analysis Critical Control Point (HACCP)** plan as required by [Section 5L-1.005 \(11\) and \(12\), F.A.C.](#)
- **Dealer Tags** as required by [Section 5L-1.007, F.A.C.](#)
 - Tags must have Processing Certification License Number and Wholesale Dealers License Number (WDL) or Aquaculture Certificate Number (attached shellfish Dealer Tag)

NOTE: A retail license to sell saltwater products is not needed for shellfish processing plant certification and is needed **ONLY** if you will be selling saltwater products to the final consumer, in which case a retail license to sell saltwater products will be needed from the Florida Fish and Wildlife Conservation Commission, Licenses and Permits at (850) 487-3122.

